

POSITION:

Mold Shop Floor Help

DEPARTMENT:

Molding Department

Function:

To safely and responsibly operate the warehouse forklift truck and perform various material handling duties.

SCOPE:

Internal. Moves product and stock to and from designated areas.

External (within company). Interacts with all company employees that need the assistance of a forklift to move material.

External (outside company). N/A

RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

1. Safety
2. Quality
3. Production
4. Prior to signing out equipment performs operations and safety check, including battery, brakes, lifts controls, and fire extinguisher.
5. Signs out equipment daily on release form.
6. Proceeds safely to assigned area to pull, load, and move product and stock, checking all relevant documents specific to the product and stock being moved.
7. Uses equipment appropriate to each type of movement
8. Observes all safety practices and procedures in the plant, never moving material without the ability to see clearly in the direction the forklift is traveling. The forklift operator is always to have safety at the forefront of his or her concerns.
9. At each day's end, returns equipment to correct charging station, and prepares equipment for daily (possibly overnight) charge.
10. Must obtain forklift certification.
11. Receive pass down information via shift meeting
12. Receive schedule, verify job packet, and ensure everything is at the press that is needed to run that job.
13. Remove anything from the press that is not need for that job, includes materials, packaging and finished goods.
14. Maintain shop floor – 5S
15. Change batteries/gas on forklift

16. Assist with breaks as needed and directed by your supervisor
17. Whatever deemed necessary by Plant Management

REPORTING RELATIONSHIPS:

Reports to the Department Supervisor (s).

EQUIPMENT:

Stacker, Counterbalance Forklift Truck, Electric Jack, Single and Double Pallet Capacity.

PHYSICAL CONDITIONS:

Work is conducted in the plant and the warehouses. Hazards are typical for the industrial environment. Routine precautions should be observed.

OTHER:

Other duties as assigned.

EDUCATION AND TRAINING:

Experience. Clean driving record (no property damage accidents, or DUI's within the past three years). Must have either experience in forklift operation or have achieved a passing grade and certification in a forklift operation training regiment approved by the Company.

Skills. Must have excellent vision and motor skills, with a normal hearing range. Must be in good physical condition with the ability to safely and efficiently lift 50 lbs.. Must be dependable, reliable, and mature enough to handle equipment in a safe manner.

Behavioral Characteristics. Must be self-directed and have the initiative and drive for constant improvement in quality and performance. Must maintain a positive attitude and follow the basic principles when dealing with other employees above and below the position. Must listen to understand clearly, give feedback to others, get your point across, acquire, evaluate, use and communicate information. Must be able to deal with change, ask questions to clarify information, be a team player, and work smarter.